Lancaster
University

SUMMARY

LUSI is the acronym for Lancaster University Student Information. LUSI is the suite of database applications used at Lancaster University for managing all student and course data. All LUSI applications are accessed via the LUSI Desktop. Information is accessible to certain staff and certain operations on the data are restricted to staff that have particular access rights.

The Course Handbook (CH) is one of the LUSI databases and it contains information relating to schemes of study, course modules and teaching events.

This guidebook demonstrates how to create assessment elements and components in the Course Handbook. Work submission and marks will then be recorded against these elements and components.

This general user guide helps you to:

- Check course module assessment proportions
- Create Elements and Components

If you have any questions about this application please contact lusi-support@lancs.ac.uk in the first instance.

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1 GLOSSARY

1.1 Assessment Type

Modules are assessed by 'Assessment Types' i.e. Coursework, Exam, Dissertation etc. The Course Handbook Assessment Proportions form shows which Assessment Types are associated with each module and what the % split is if the module is assessed by more than one assessment type.

1.2 Element

Each assessment type associated with a module can be broken down into Element parts. Elements have submission details recorded against them and work submission is recorded at Element Level.

1.3 Component

Elements can contain multiple components; all components attached to an Element will be submitted / or attended at the same time. Components should be created for each element part that will receive a mark.

1.4 Elective

Elements (for the same student group) or Components which are marked as being elective are optional and not all students will be required to take all Elements / Components. In cases where there are 'Elective' elements and / or components there will be more than 100% worth of these created. Students will need to take 100% worth of Elements for each assessment type which are applicable to the same student group.

1.5 Compulsory

Elements and components which are not recorded as being 'Elective' are compulsory for all students.

1.6 Include in Calculation

If the tick is removed from the 'include in calculation' check box for an element or component then any marks recorded against that element / component will not contribute to the next higher assessment mark i.e. a marks recorded against a component marked as 'do not include in calculation' will not contribute the associated element mark.

1.7 Grade

This term is used specifically to mean a letter grade as opposed to a numeric mark of degree classification.

1.8 Mark

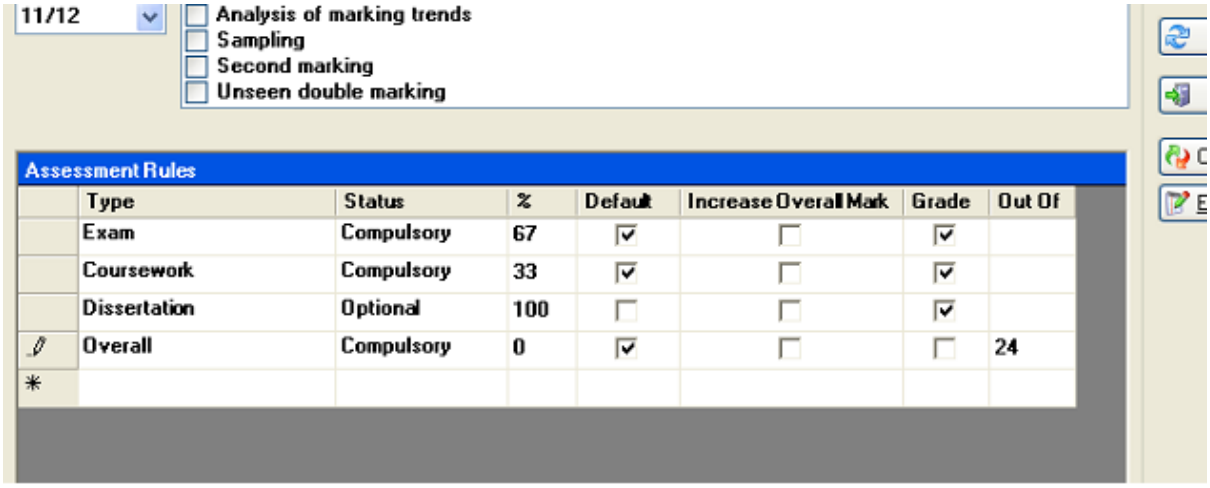
Mark is used to cover all types of marks.

1.9 Dual Marking

In instances where dual marking is used marks will need to be entered into LUSI and LUSI will calculate the final mark, you will not be able to enter a final agreed mark. It is crucial that single or dual marking is correctly attributed at the point of set up of elements and or components as changing from single marking to dual marking after marks have been entered will result in deletion of the first attempt marks already entered.

2 Assessment Proportions Form

From 11/12 the 'Assessment Proportions' form will show 2 extra columns to indicate how the module will be assessed; if the module will be assessed by grade then there will be a ✔ in the 'Grade' , if it's to be assessed by percentage or out of another value then the appropriate number will be in the 'Out Of' column. The default values for UG modules will be set as shown below:



Default values for PG modules will be set as percentage i.e. out of 100

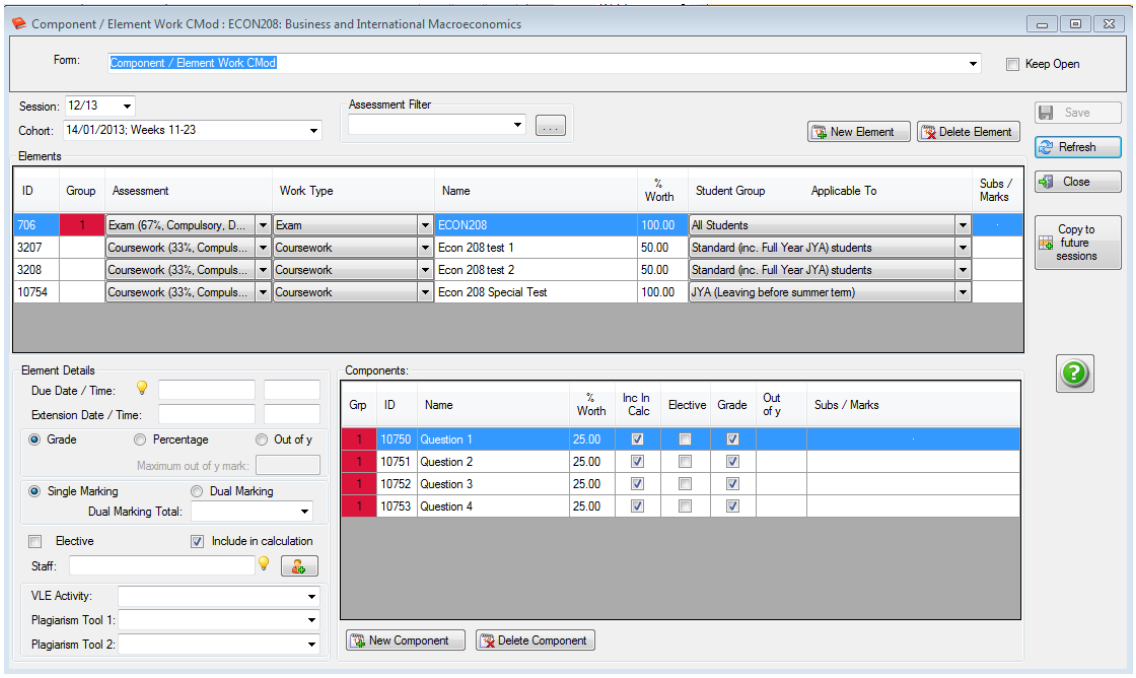
3 Component / Element Work CMod (Work for Submission CMod)

This form will replace the 'Work for Submission' form from 11/12 onwards. Any Elements which had already been set up in the old form have been copied over to the new form.

Use this form to create elements for each piece of assessment and then components for each marked section within each element. You should indicate how each will be Element / Component will be assessed; grade, percentage or out of y, the default assessment method will be grade.

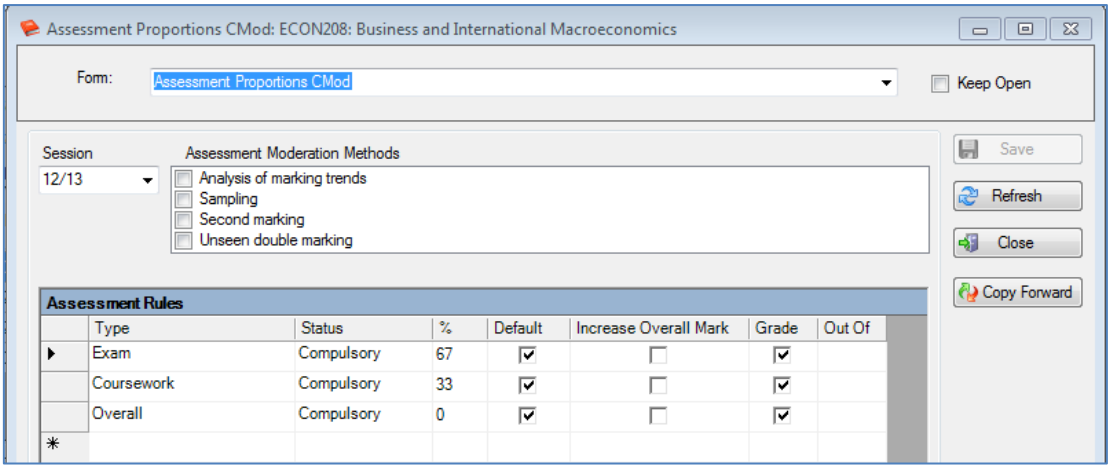
Elements are shown in the grid at the top of the form. When a particular Element is highlighted the 'Element Details' for that element are shown in the bottom left of the form.

If an Element had components linked to it then a coloured group number will show in the 'Group' column of the Elements grid and, when you click onto that Element the linked Components will be displayed in the 'Components' grid in the bottom right of the form. See the screen shot below.

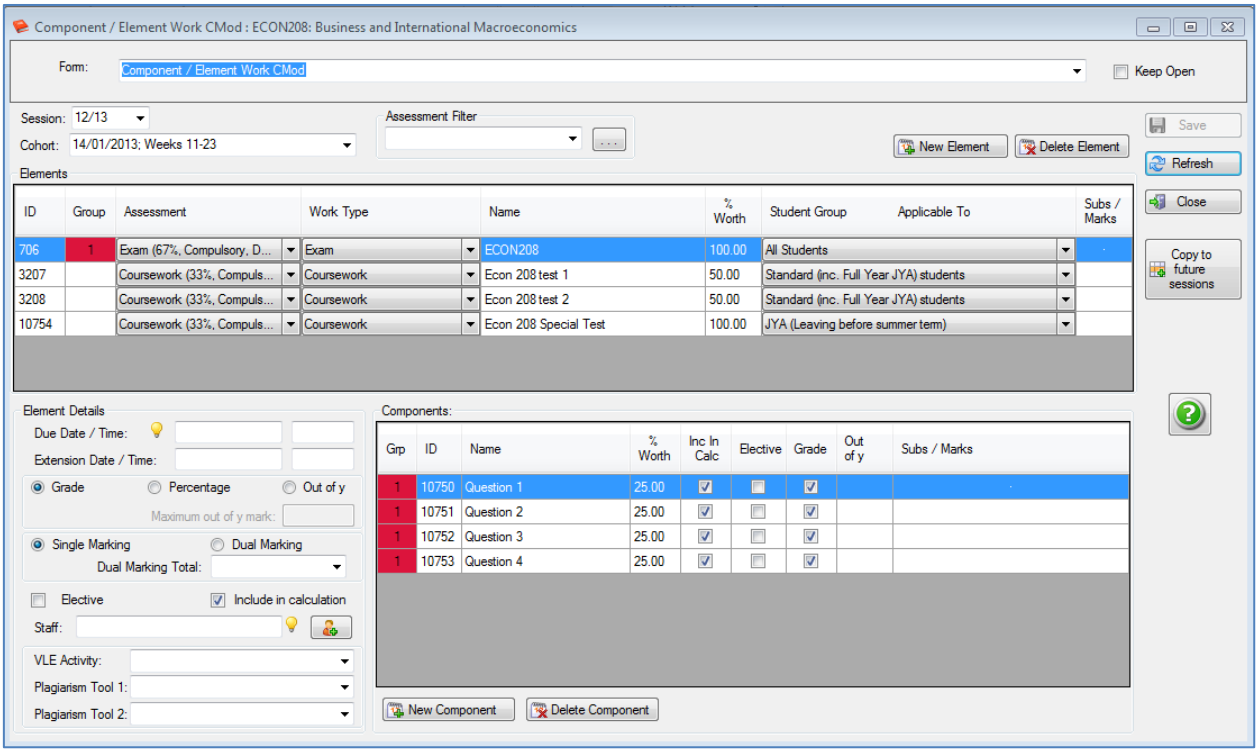

Component / Element Work CMod : ECON208: Business and International Macroeconomics
Form:
Component / Element Work CMod
Keep Open
Session: 12/13
Cohort: 14/01/2013; Weeks 11-23
Assessment Filter
New Element
Delete Element
Save
Refresh
Close
Copy to future sessions
Elements
ID Group Assessment Work Type Name % Worth Student Group Applicable To Subs / Marks
706 1 Exam (67%, Compulsory, D... Exam ECON208 100.00 All Students
3207 Coursework (33%, Compuls... Coursework Econ 208 test 1 50.00 Standard (inc. Full Year JYA) students
3208 Coursework (33%, Compuls... Coursework Econ 208 test 2 50.00 Standard (inc. Full Year JYA) students
10754 Coursework (33%, Compuls... Coursework Econ 208 Special Test 100.00 JYA (Leaving before summer term)
Element Details
Due Date / Time:
Extension Date / Time:
Grade
Percentage
Out of y
Maximum out of y mark:
Single Marking
Dual Marking
Dual Marking Total:
Elective
Include in calculation
Staff:
VLE Activity:
Plagiarism Tool 1:
Plagiarism Tool 2:
Components:
Grp ID Name % Worth Inc In Calc Elective Grade Out of y Subs / Marks
1 10750 Question 1 25.00
1 10751 Question 2 25.00
1 10752 Question 3 25.00
1 10753 Question 4 25.00
New Component
Delete Component

4 CREATING ELEMENTS

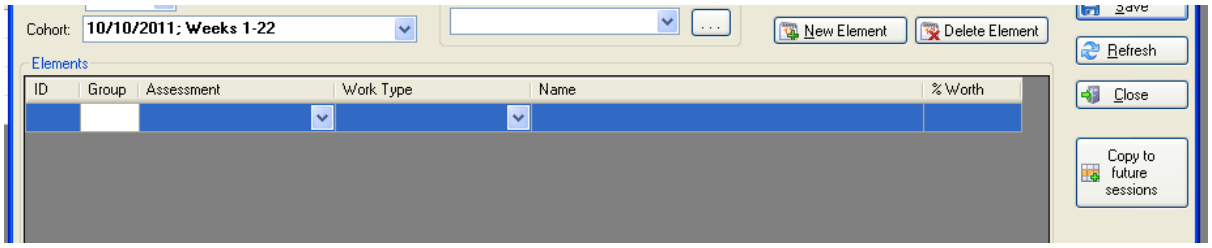
Before creating elements it's always a good idea to check the 'Assessment Proportions' form first to ensure that the information recorded there is correct. If you check the 'Keep Open' tick box at the top right of the form you can keep referring back to this form easily.



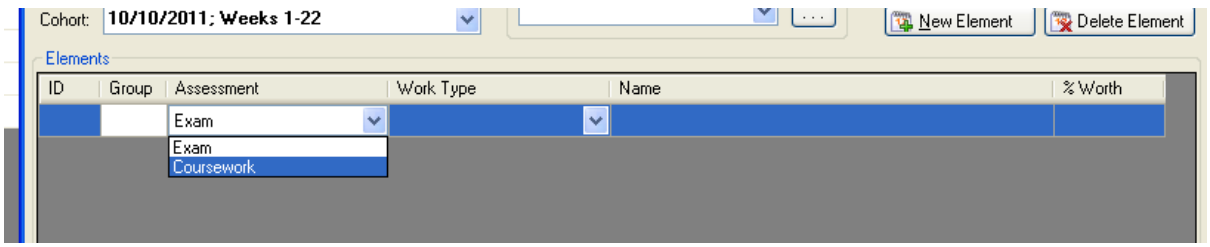
- Open the form ‘Component / Element Work Cmod’.



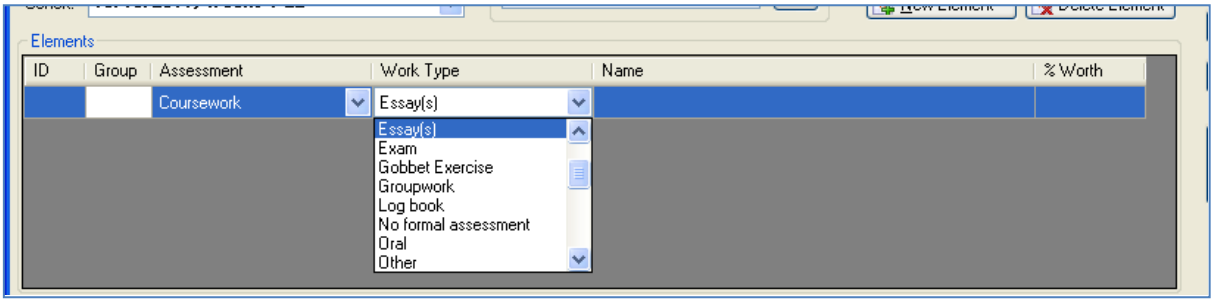
- Click the New Element button and a new line will appear in the ‘Elements’ grid:



- Populate the ‘Assessment’ column in the grid line by using the to open the pick list and select the appropriate option.



- Populate 'Work Type' column in the grid line by using the to open the pick list and select the appropriate option



- Click into the 'Name' cell and type the name of the Element.

- Cick into the % worth box and enter the % value of that element i.e. if the coursework is made up of two equally weighted essays for each essay element would you would enter 50.

- Populate 'Student Group Applicable to' column in the grid line by using the to open the pick list and select the appropriate option:

  - **All Students**

    This is the default value and should be used for elements of assessment which will be taken by every student enrolled on the module, if there is just one student who will not be taking this element of assessment then this value should not be used.

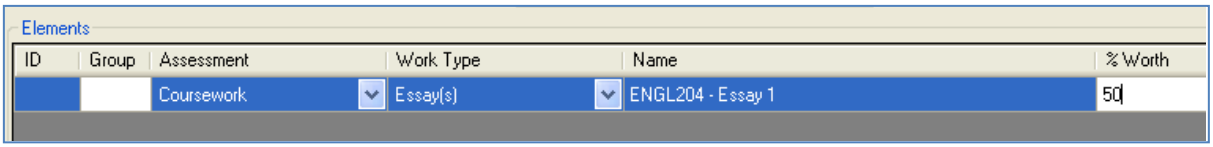
  - **Part Yr JYA's**

    To be used for elements of assessment which will only be taken by JYA students who will be leaving before the summer term and who have therefore been set an alternative assessment.

  - **Full year students only**

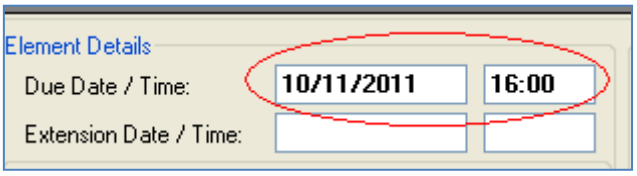
    To be used for elements of assessment which will not be taken by part year JYA's but will be taken by all other students enrolled on the module.

- Click into the column '



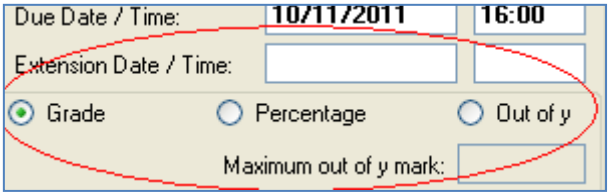
- Enter the Element Details in the bottom left of the form:

- Due Date / Time - in this format: dd/mm/yyyy hh:mm

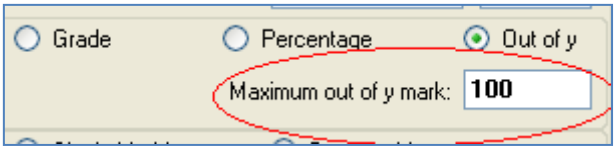


- Extension Date / Time - For recording extension details at a later date if required.

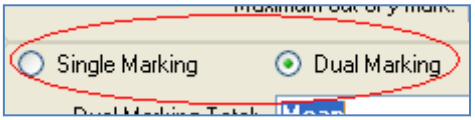
- Marking method - Grade, Percentage, Out of y



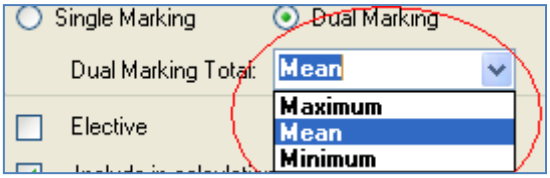
- Maximum out of y mark - If marked 'out of y' is selected enter value here, for example if the element is to be marked as a % enter 100, if it's out of 20 enter 20



- Single or Dual Marking - check the appropriate method



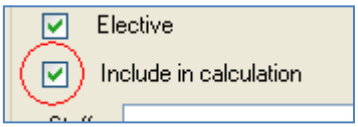
- If Dual Marking is to be used you will need to indicate whether the agreed mark will be the Mean, Maximum o Minimum.



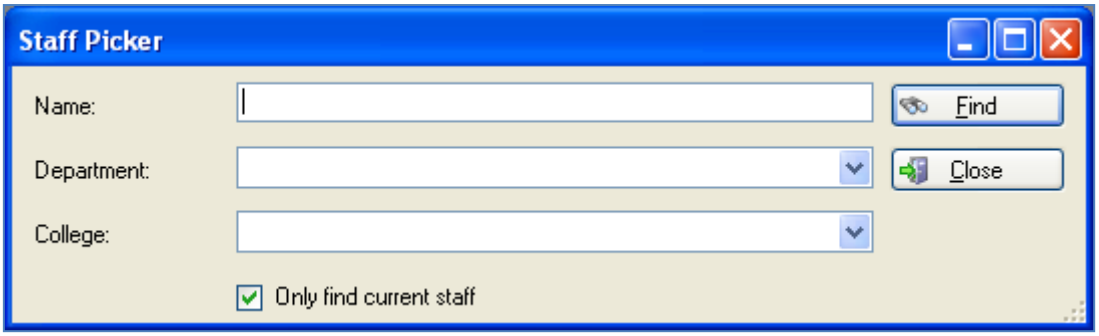
- Check this box if the Element is Elective (refer to the glossary for definition of 'Elective').

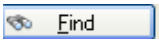
Note: You only need to mark elements as elective if there is more than 100% worth of assessment for one particular student group. In the example shown at the start of this chapter, none of the coursework elements need to be marked as electives.

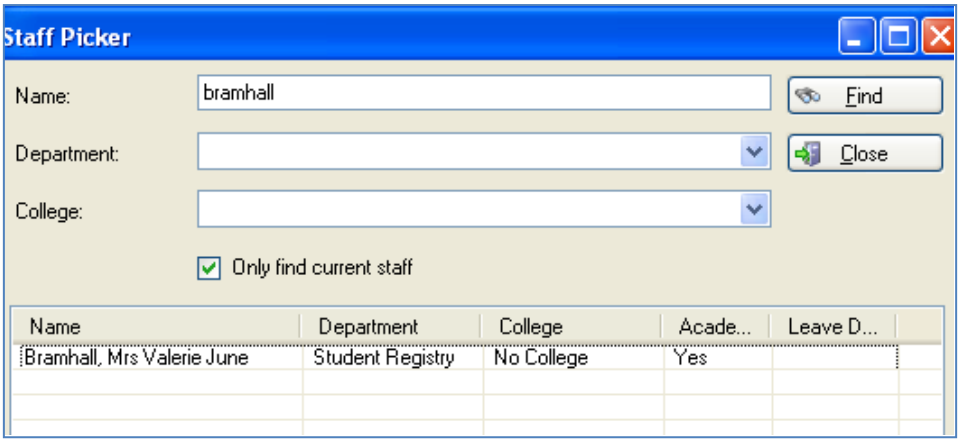
- The 'Include in calculation' check box will be ticked as default, remove the tick if this element is not to be included in the calculations.



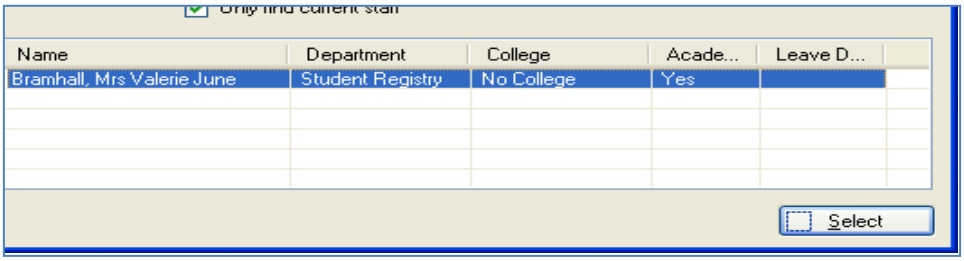
- Staff – If you want to associate a member of staff with the element click to open the staff picker.

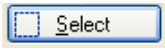


- Enter the surname of the staff member into the Name box and click  button, any matches will appear in a grid below:

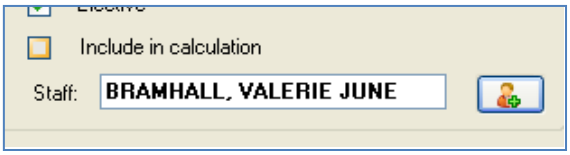


- Click onto the correct name (there may be more than one match)



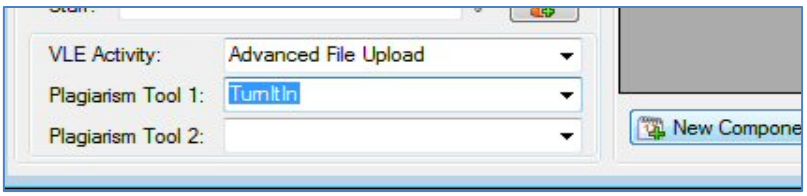
- Click the 

button



- That member of staff will now be associated with the element.

- If the element work is to be submitted electronically via the VLE then the VLE activity of "Advanced File Upload" should be chosen. If not then the VLE activity should be set to "Offline activity"



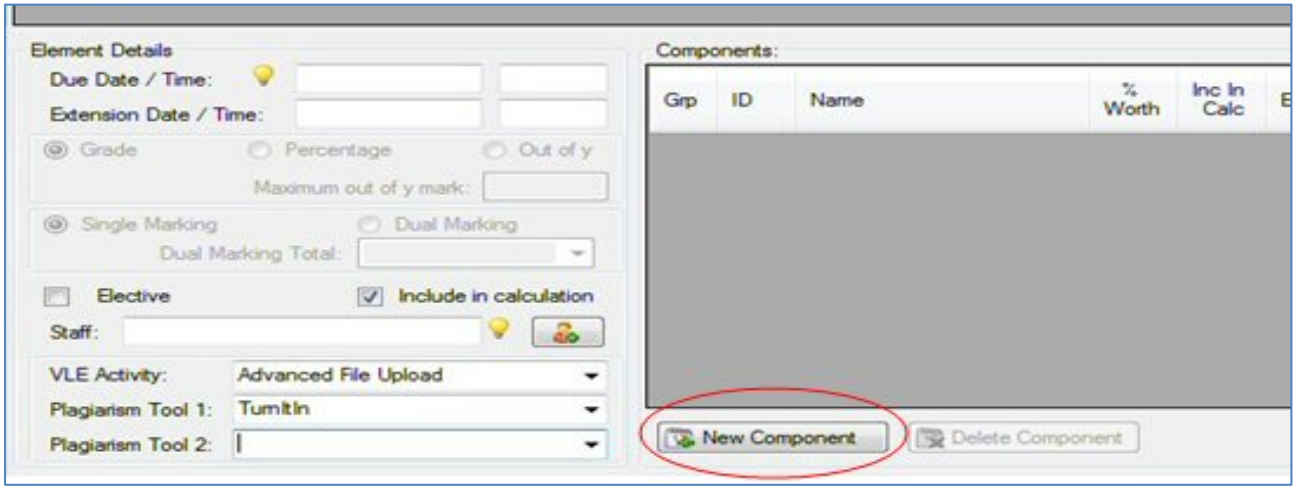
- If a plagiarism tool is to be used then the correct tool should be chosen (as above).

5 CREATING COMPONENTS

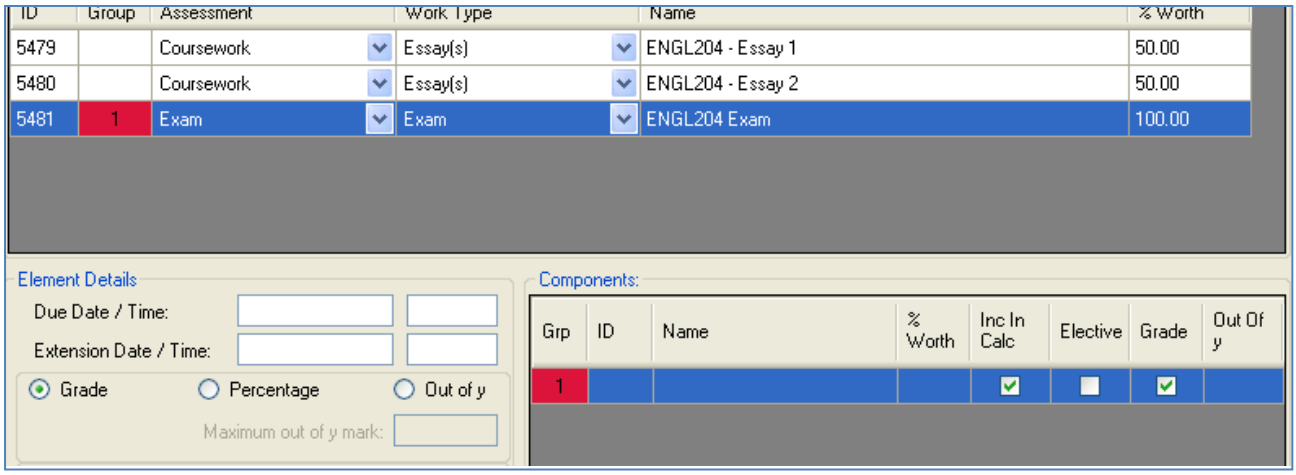
You will need to create a 'Component' for every element part that will be given a mark. For example, if you create an Element for an exam paper and students need to answer 5 questions with each question being given a mark you would create a component for each question. If the student has a choice of which questions to answer (i.e they choose 5 out of 10), then you would create 10 components, 1 for each questions and make them all 'elective'.

- Click onto the 'Element' you want to create a component for.
- Click the

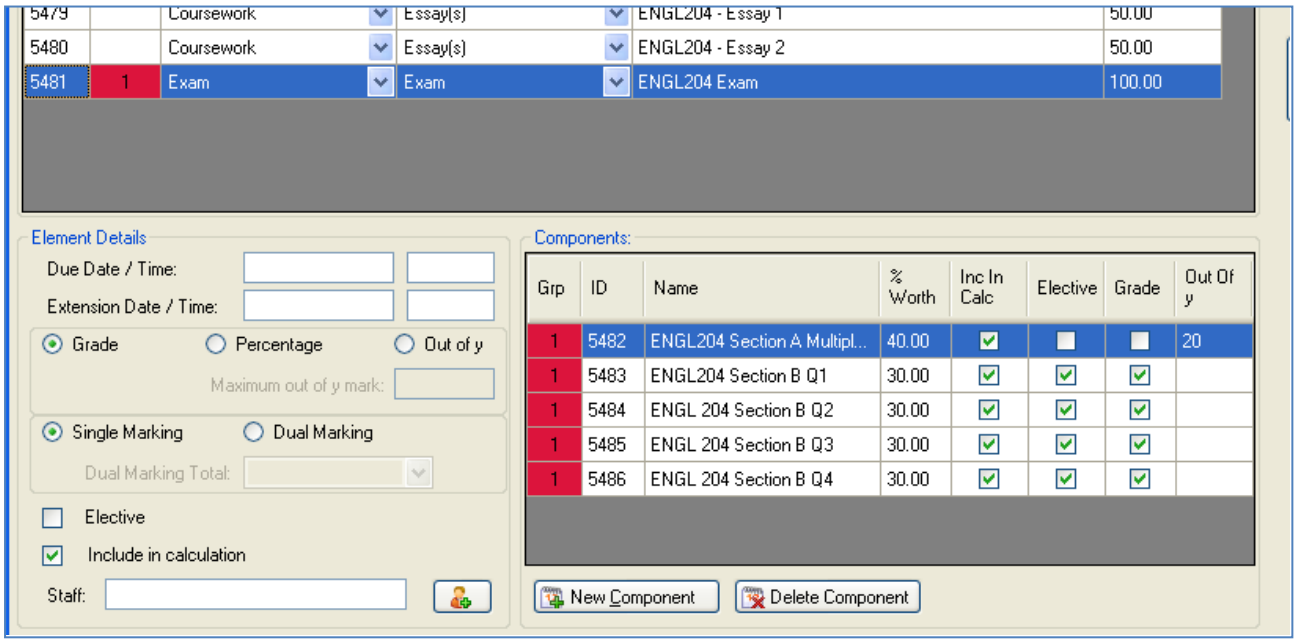
button which you'll find at the bottom of the form:



- A new line will be created in the Components grid and it will be given a group number linking it to its associated Element:



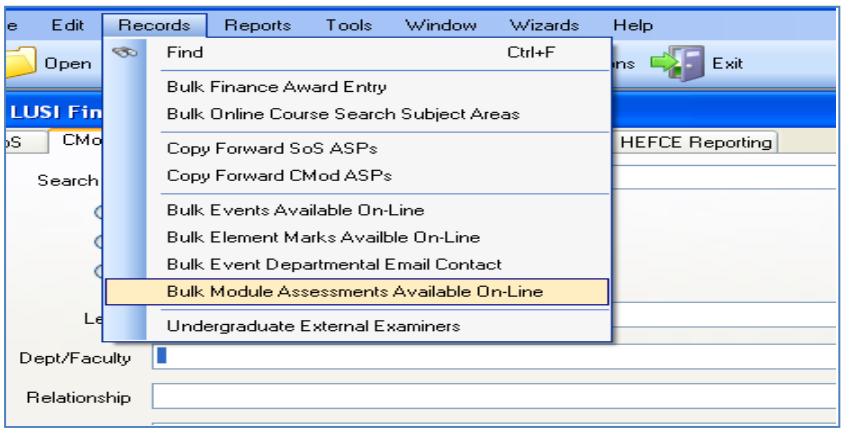
- Click into the 'Name' cell and type the component name.
- Click into the % cell and enter the % value of the component (this is the % value of the Element and not the percentage value of the module).
- Inc In Calc – leave ticked if the mark for this component should be included in the calculations.
- Elective – Tick if the component is NOT compulsory.
- Grade – Leave ticked if the component will be given a grade mark, untick if another marking method will be used.
- Out of y – If the component has been identified by the department as one which will be quantitatively marked then enter the numeric value here and ensure that you remove the tick from the grade box.


5479 Coursework Essay(s) ENGL204 - Essay 1 50.00
5480 Coursework Essay(s) ENGL204 - Essay 2 50.00
5481 1 Exam Exam ENGL204 Exam 100.00
Element Details
Due Date / Time:
Extension Date / Time:
Grade
Percentage
Out of y
Maximum out of y mark:
Single Marking
Dual Marking
Dual Marking Total:
Elective
Include in calculation
Staff:
Components:
Grp ID Name % Worth Inc In Calc Elective Grade Out Of y
1 5482 ENGL204 Section A Multipl... 40.00 20
1 5483 ENGL204 Section B Q1 30.00
1 5484 ENGL 204 Section B Q2 30.00
1 5485 ENGL 204 Section B Q3 30.00
1 5486 ENGL 204 Section B Q4 30.00
New Component
Delete Component

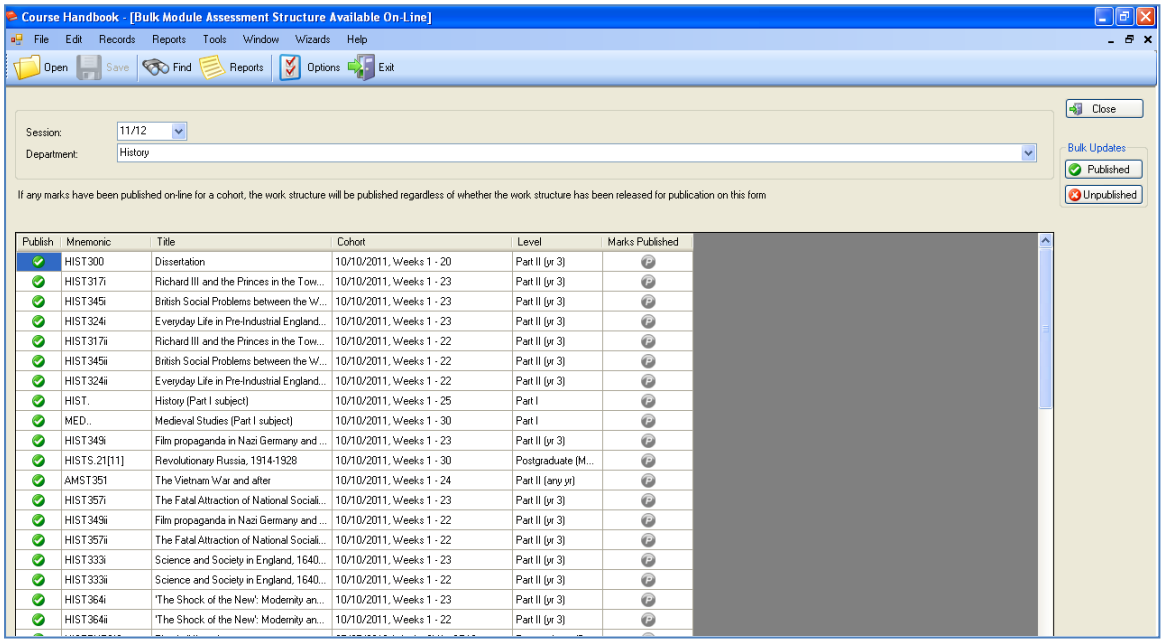
6 MAKING MODULE ASSESSMENTS AVAILABLE ON-LINE

The default position is that assessments will be published to interactive student transcript unless you mark them as unpublished. When you are in the process of setting up Elements and components you may choose not to publish the details until you are happy that the set up is complete. This is managed via an option under the records menu as shown below:

- Open the ‘Records’
- Select the option ‘Bulk Module Assessments Available On-Line’

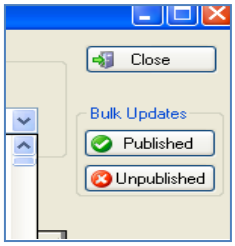


- Select the Session and your Department to populate the grid:

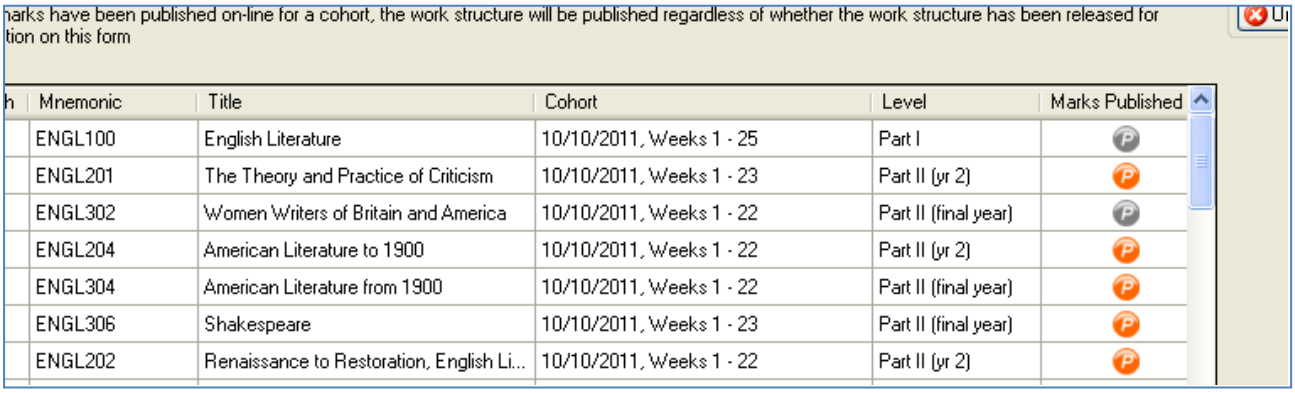

Course Handbook - [Bulk Module Assessment Structure Available On-Line]
File Edit Records Reports Tools Window Wizards Help
Open Save Find Reports Options Exit
Close
Session: 11/12
Department: History
Bulk Updates
Published
Unpublished
If any marks have been published on-line for a cohort, the work structure will be published regardless of whether the work structure has been released for publication on this form
Publish Mnemonic Title Cohort Level Marks Published
HIST300 Dissertation 10/10/2011, Weeks 1 - 20 Part II (yr 3)
HIST317i Richard III and the Princes in the Tow... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST345i British Social Problems between the W... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST324i Everyday Life in Pre-Industrial England... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST317ii Richard III and the Princes in the Tow... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST345ii British Social Problems between the W... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST324ii Everyday Life in Pre-Industrial England... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST. History (Part I subject) 10/10/2011, Weeks 1 - 25 Part I
MED.. Medieval Studies (Part I subject) 10/10/2011, Weeks 1 - 30 Part I
HIST349i Film propaganda in Nazi Germany and ... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST.21[11] Revolutionary Russia, 1914-1928 10/10/2011, Weeks 1 - 30 Postgraduate (M...
AMST351 The Vietnam War and after 10/10/2011, Weeks 1 - 24 Part II (any yr)
HIST357i The Fatal Attraction of National Sociali... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST349ii Film propaganda in Nazi Germany and ... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST357ii The Fatal Attraction of National Sociali... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST333i Science and Society in England, 1640... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST333ii Science and Society in England, 1640... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST364i 'The Shock of the New': Modernity an... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST364ii 'The Shock of the New': Modernity an... 10/10/2011, Weeks 1 - 22 Part II (yr 3)

- To mark one module as ‘unpublished’ click on the tick in the ‘Publish’ column at the left hand side, the will be changed to a indicating that the assessments for that module will not be published.

- You can choose to mark all modules as publish or unpublished by using the buttons on the right hand side of the form:

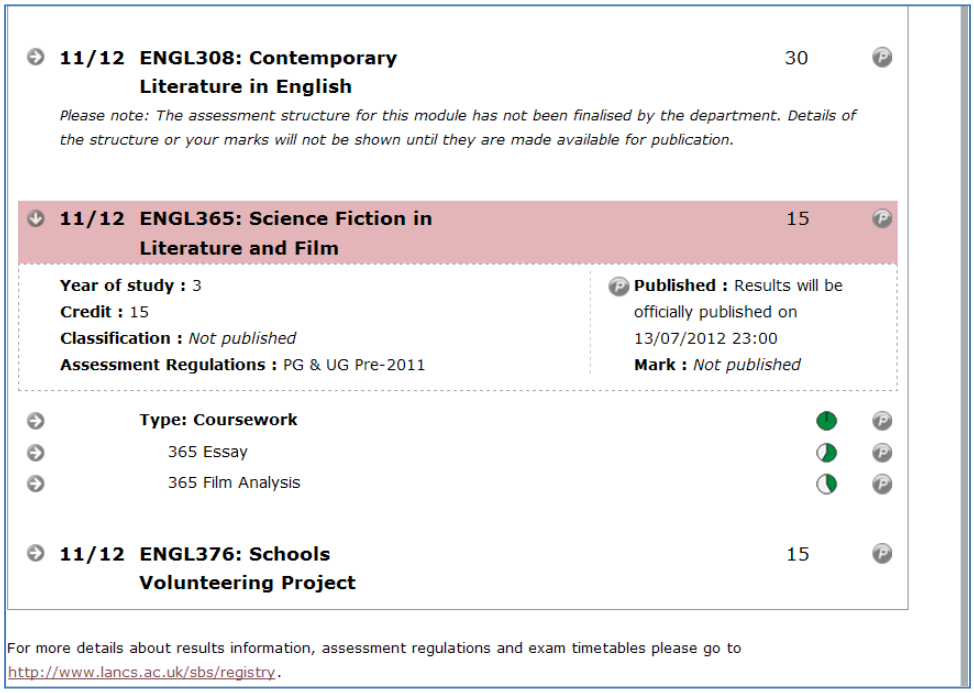


- Please note, you cannot withhold publication of assessment element and components after marks have been published. If marks have been published the indicator in the marks published column will appear in orange as shown here.


arks have been published on-line for a cohort, the work structure will be published regardless of whether the work structure has been released for
tion on this form

Mnemonic	Title	Cohort	Level	Marks Published
ENGL100	English Literature	10/10/2011, Weeks 1 - 25	Part I	
ENGL201	The Theory and Practice of Criticism	10/10/2011, Weeks 1 - 23	Part II (yr 2)	
ENGL302	Women Writers of Britain and America	10/10/2011, Weeks 1 - 22	Part II (final year)	
ENGL204	American Literature to 1900	10/10/2011, Weeks 1 - 22	Part II (yr 2)	
ENGL304	American Literature from 1900	10/10/2011, Weeks 1 - 22	Part II (final year)	
ENGL306	Shakespeare	10/10/2011, Weeks 1 - 23	Part II (final year)	
ENGL202	Renaissance to Restoration, English Li...	10/10/2011, Weeks 1 - 22	Part II (yr 2)	

- You can see in the example below that the assessments for ENGL308 have been marked as unpublished whereas the assessments for ENGL365 are published:


11/12 ENGL308: Contemporary Literature in English 30
Please note: The assessment structure for this module has not been finalised by the department. Details of the structure or your marks will not be shown until they are made available for publication.
11/12 ENGL365: Science Fiction in Literature and Film 15
Year of study : 3
Credit : 15
Classification : Not published
Assessment Regulations : PG & UG Pre-2011
Published : Results will be officially published on 13/07/2012 23:00
Mark : Not published
Type: Coursework
365 Essay
365 Film Analysis
11/12 ENGL376: Schools Volunteering Project 15
For more details about results information, assessment regulations and exam timetables please go to http://www.lancs.ac.uk/sbs/registry.